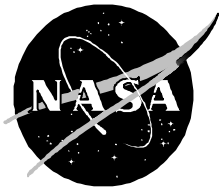
USERS OPERATIONS GUIDE FOR THE NASA ONLINE SUPPLY CATALOG

Release 2.2.0

PrISMS Contract

December 1999



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NOSC (NASA Online Supply Catalog)

JUST-IN-TIME (JIT) Customer Ordering

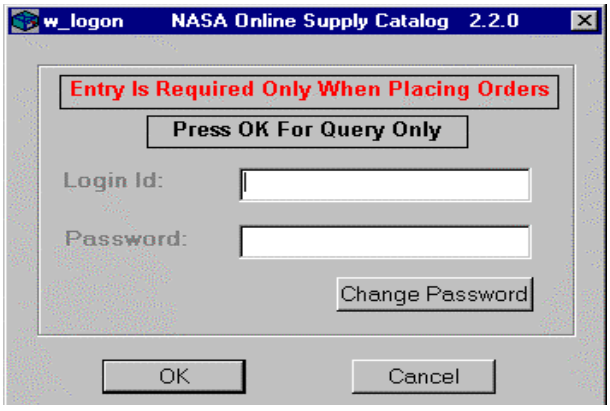
The **NOSC** application combines a catalog query process and customer ordering process within the same application. Anyone can query the catalog to locate items. Only those authorized can order items. All available supply items can be viewed. This includes JIT contract items (warehoused by the vendor) along with store, program and stand-by stock items.

Stock Status Codes (SSC)

STORE STOCK assets are those items still warehoused and available directly from the center (stock status code of '1'). STAND-BY STOCK assets are those items at the center with a stock status code of '3'. PROGRAM STOCK assets are those items at the center with a stock status code of '2'. JUST-IN-TIME (JIT) assets are those items available directly from a vendor. The vendor has agreed to ship and deliver the item to the customer within an agreed period of time. DIRECT STOCK assets are other items provided by the vendor but not identified by contract as JIT.

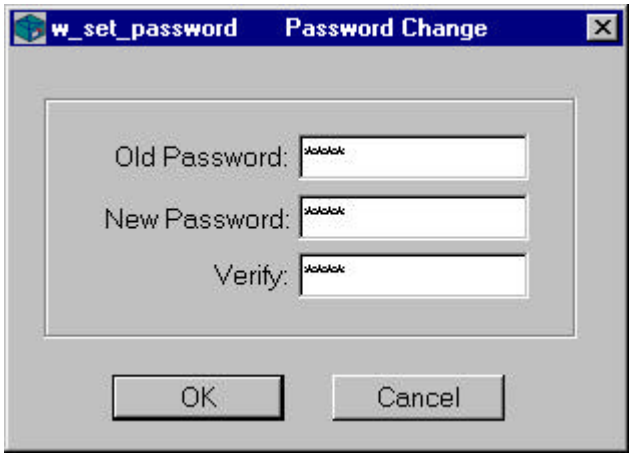
NOSC/JIT Login Process

The first screen presented to the user is the LOGIN Screen. If the user only wishes to query the catalog, he can click the OK button. It is not necessary to enter a Login id and Password. If the user wishes to query the catalog and place orders, a Login id must be entered. Whether or not a password is required along with the Login id is determined by center policy. If the user has a password associated with their Login id, the password will also be required.



LOGIN SCREEN

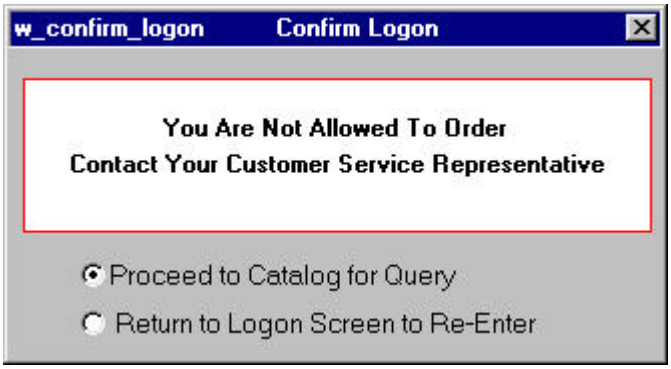
If passwords are used at the center, the user has the option of changing it. Clicking on the CHANGE PASSWORD button will present the Password Change Screen for the user to enter a new password. After the user enters his old password and enters his new password twice for verification, the user should click on the OK button.



PASSWORD CHANGE SCREEN

After receiving the confirmation window that the password has been changed, the user should click the CANCEL button. This will return him to the initial Login Screen. The user now clicks the OK button and enters the NOSC/JIT application. Reminder: Entering a Login id (and password, if necessary) is only required if placing orders.

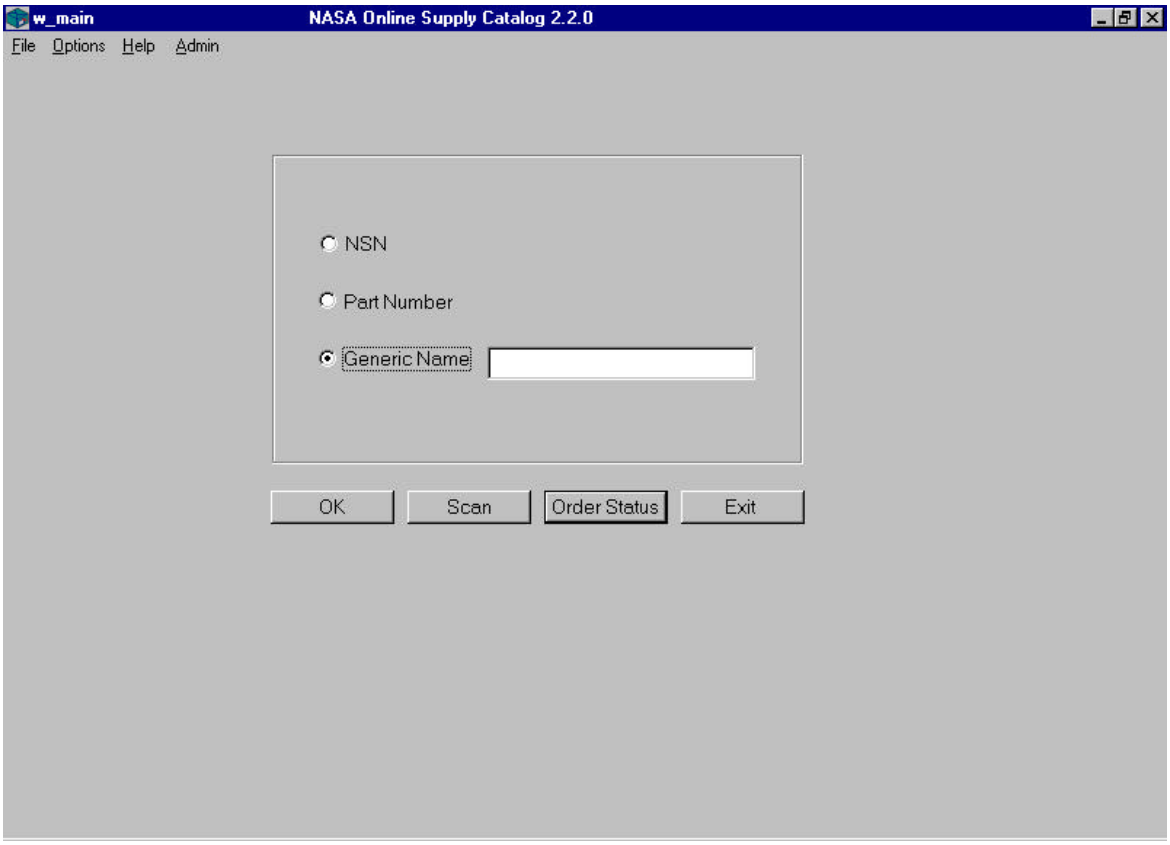
The following screen is displayed whenever a user inputs an invalid Login Id. The user is given the option to proceed in query mode only or to return to correct Login Id.



CONFIRM LOGON SCREEN

Main Screen

Next, the Main Screen is presented to the user. On this screen, there are three radio buttons available to the user to use to locate a particular item. He may choose to enter a NSN, a Part Number, or a Generic Name. Also on this screen are four buttons—OK, SCAN, ORDER STATUS, and EXIT.



MAIN SCREEN

The OK button is used in conjunction with the Radio Buttons for NSN, Part Number, and Generic Name.

The SCAN button invokes the Scan Asset Screen. Pressing the “CTRL” and “C” keys simultaneously will also invoke this screen.

The ORDER STATUS button provides the user the means to check on the status of an order. Pressing the “CTRL” and “O” keys simultaneously will yield the same results.

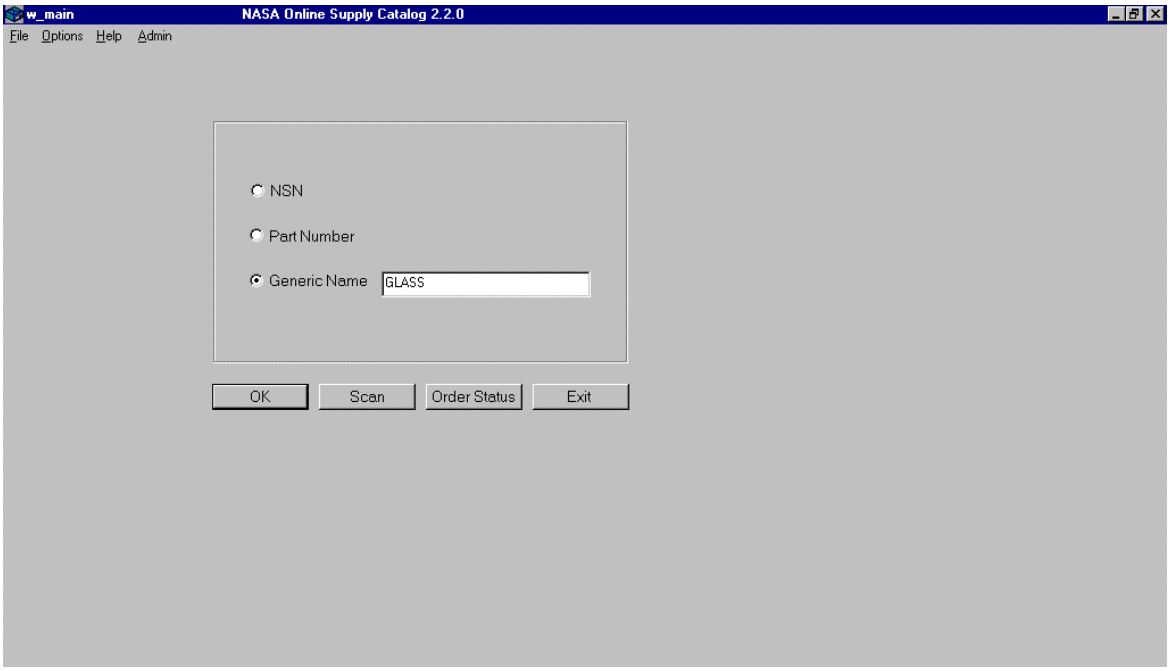
The EXIT button closes the NOSC application. The user can also press the “CTRL” and “X” keys simultaneously to exit NOSC.

The Main Screen also has some menu options available to the user. The File pull-down menu options provide the user with a way to print, to view his printer setup, or exit the NOSC/JIT application. The Options pull-down menu options allow the user to invoke the Scan Assets Screen or the Status Search Screen. The Help pull-down menu options allow the user to view the topics for which help is available. The Admin pull down menu allows the user to access the Administration portion of the NOSC/JIT application. The Admin menu will be discussed in detail later.

The radio buttons provide a means for the user to narrow his search to the desired asset. When the OK button is clicked, if an exact match on only one NSN is found, the Catalog/Asset Detail Screen is presented. If more than one match is found, the user is presented with this information. The user may then select from the set of matched items to further refine the search. Eventually the user will locate the NSN in which they are interested. After double clicking on the item or highlighting the item and clicking on the OK button, the Catalog/Asset Detail Screen will be presented.

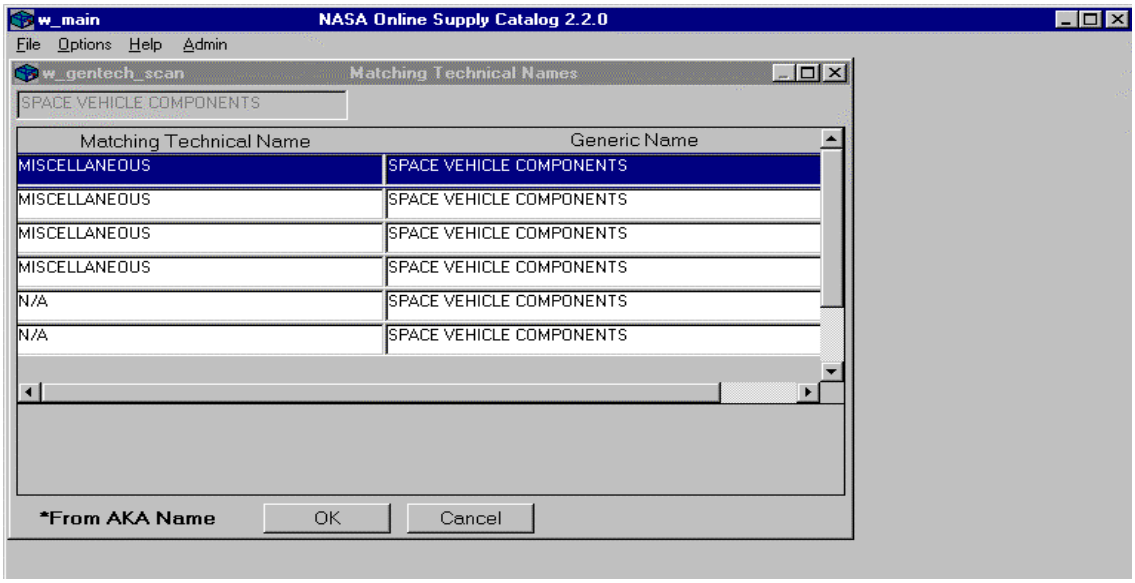
Each of the three radio buttons will now be examined in detail.

Searching by Generic Name



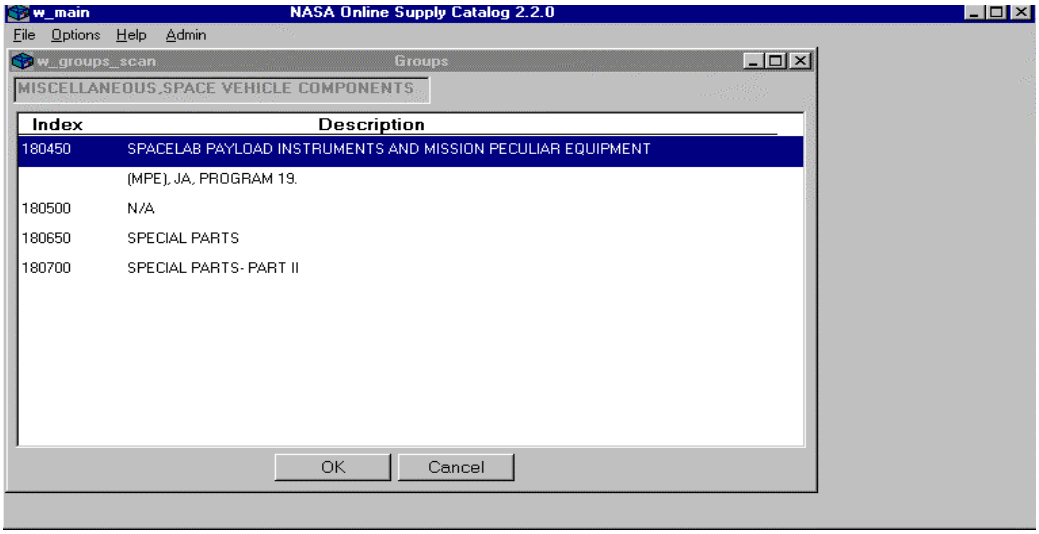
MAIN SCREEN - GENERIC NAME SEARCH

The generic name is a word relating to a characteristic of a group or class glass, for example. To search by Generic Name for an asset, the user clicks the 'Generic Name' button and types in the generic name of the asset for which he is searching. After this, he clicks the OK button and is taken to the Matching Technical Names Screen.



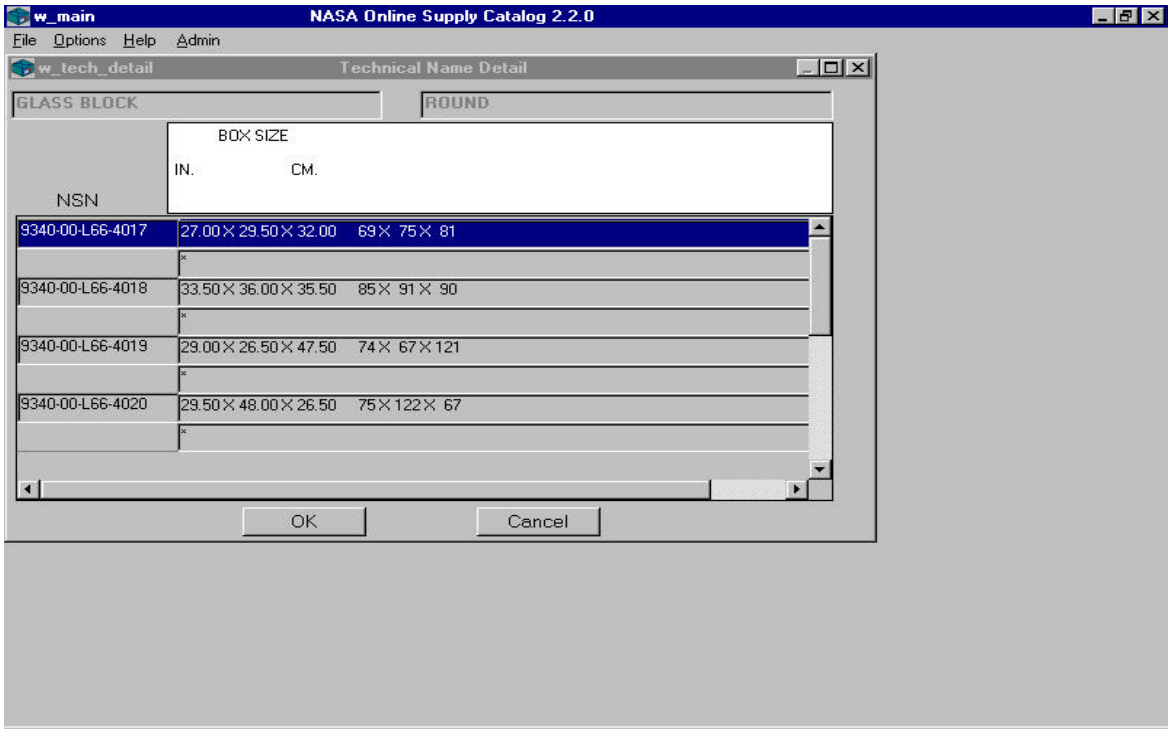
MATCHING TECHNICAL NAMES SCREEN

The Matching Technical Names Screen shows the Technical Name and the Generic Name associated with the chosen asset. Double clicking on the asset or highlighting the asset and clicking the OK button, takes the user to the Generic Groups Screen or to the Technical Name Detail Screen.



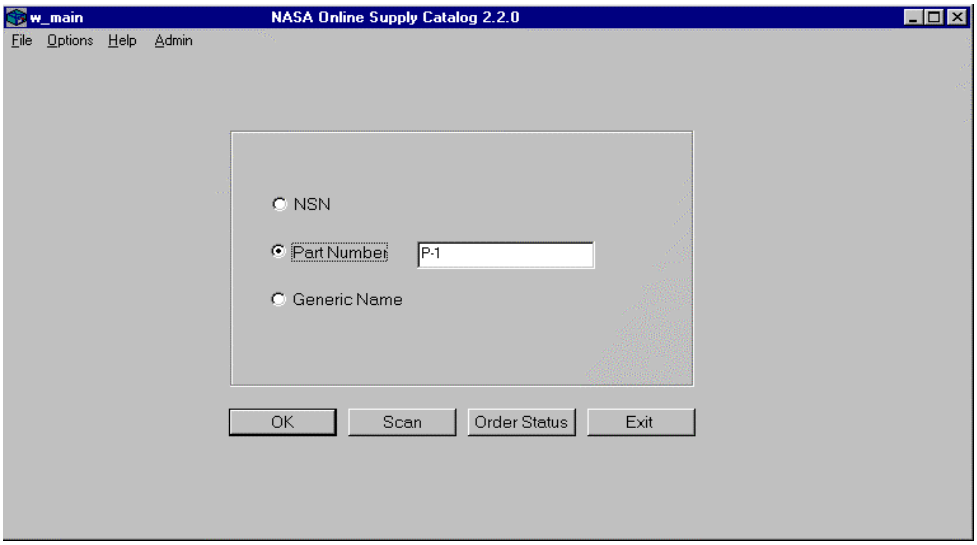
GENERIC GROUPS SCREEN

The Generic Group Names Screen shows the chosen asset in greater detail and provides the user with a description of the asset and an index number. By double clicking on the asset or highlighting the asset and clicking the OK button, the user will be taken to the Technical Name Detail Screen.

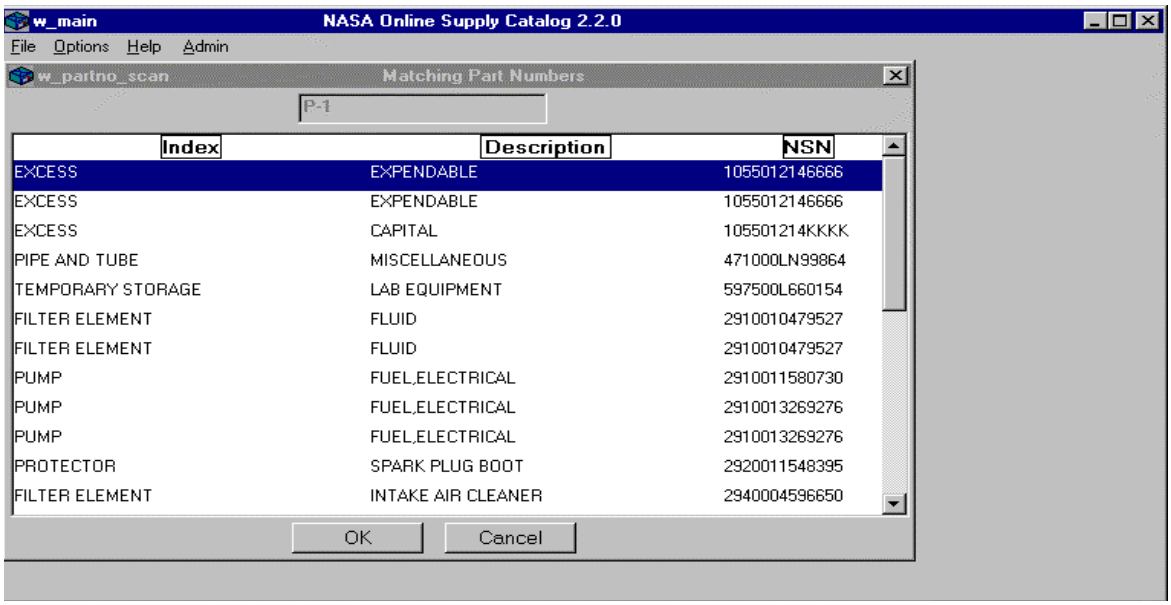


GENERIC TECHNICAL NAME DETAIL SCREEN

The Technical Name Detail Screen further narrows the search by displaying possible NSNs and their description. The user makes his selection by double clicking on the asset or highlighting the asset and clicking the OK button. The Catalog/Asset Detail Screen is displayed. See Catalog/Asset Detail Screen Section for detailed overview.



button and types in the part number of the asset for which he is searching. Then, the user clicks the OK button. This will take the user to the Matching Part Numbers Screen.

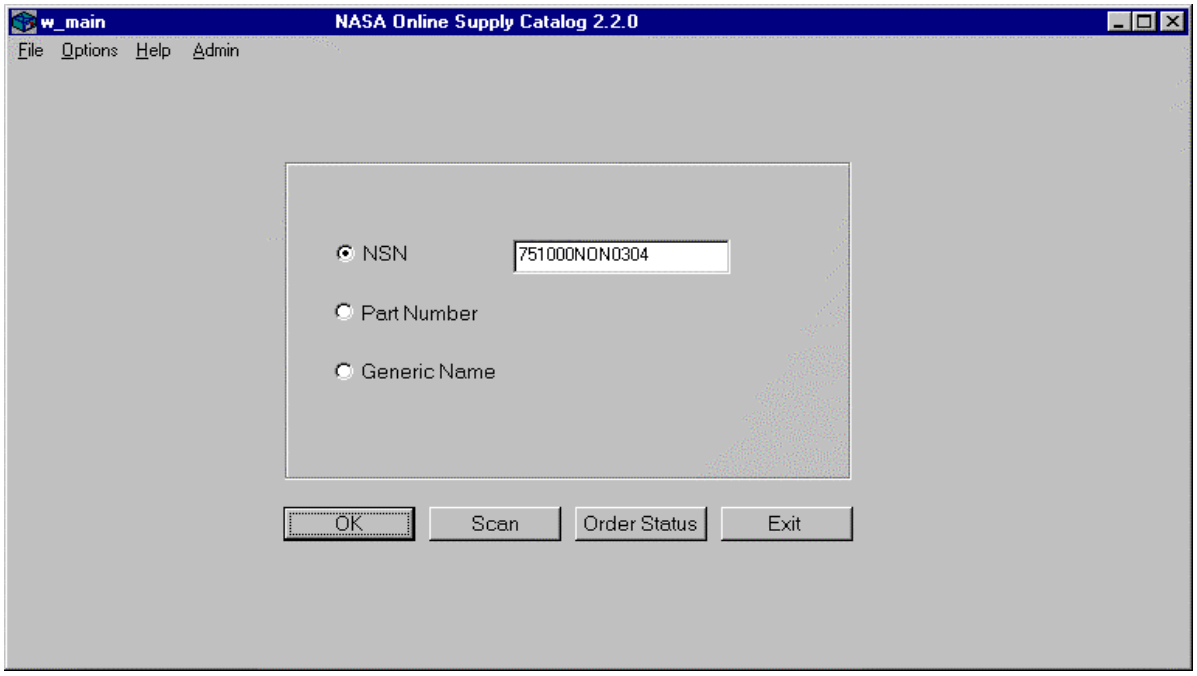


MATCHING PART NUMBERS SCREEN

The Matching Part Numbers Screen will provide the user with an associated index, description, and NSN for a list of assets with like part numbers. The user can select an asset by double clicking the desired line, or highlighting the desired line and clicking the OK button. The next screen displayed depends upon the

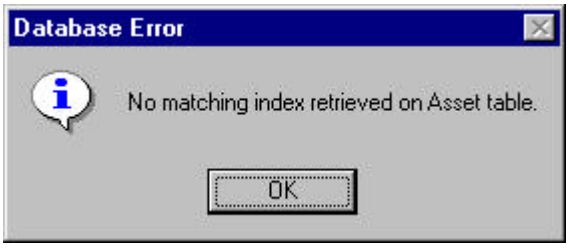
type of asset being viewed. The user could be shown any of the following screens: the Asset Selection Screen, the Traceable Program Stock Asset Selection Screen, the Nontraceable Program Stock Asset Selection Screen, and/or the Catalog/Asset Detail Screen.

Search By NSN



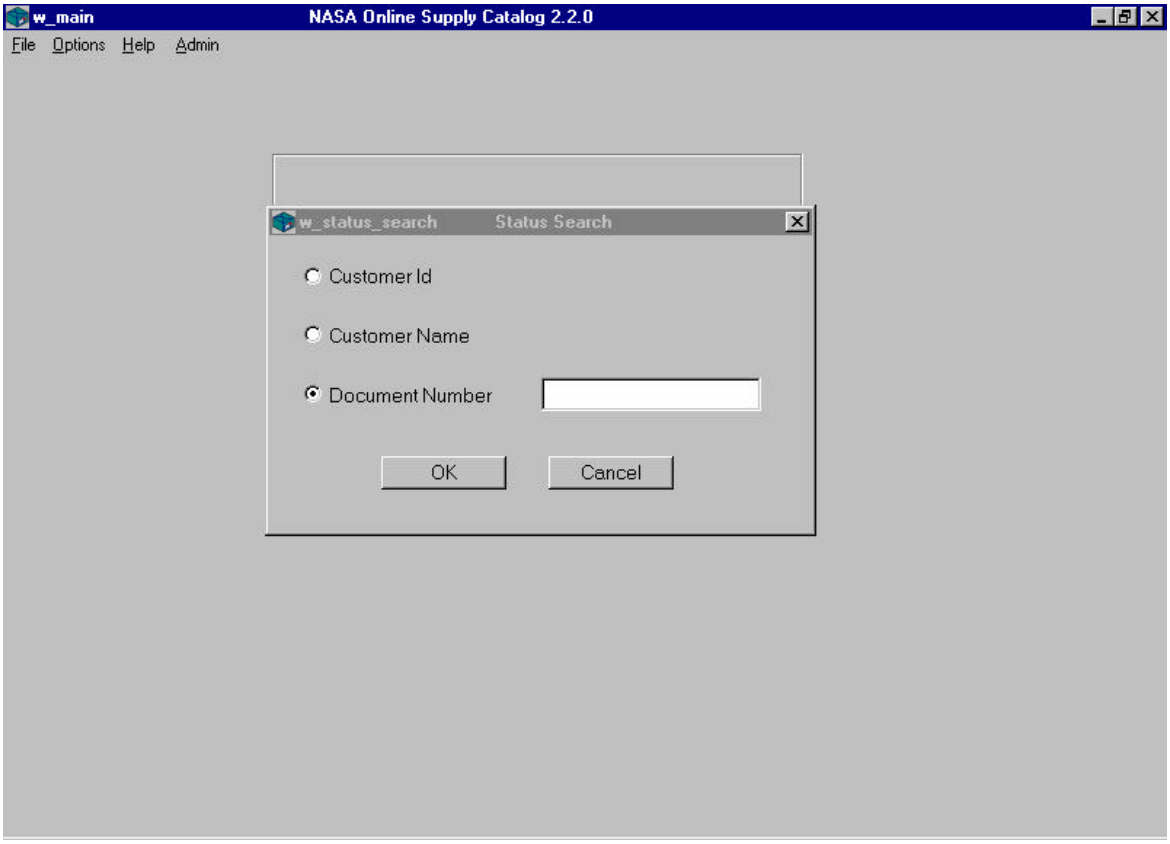
MAIN SCREEN - NSN SEARCH

To search for an asset by NSN, the user clicks the 'NSN' radio button and types in the NSN of the asset for which he is searching. Then, the user clicks the OK button. The exact path a user takes from here to the Catalog/Asset Detail Screen depends upon the type of asset for which the user is searching. He could, but not necessarily will, go through any of the following screens: the Asset Selection Screen, the Traceable Program Stock Asset Selection Screen, and/or the Nontraceable Program Stock Asset Selection Screen. If the user enters an invalid NSN, he will receive the following message:



Order Status Search

Clicking on the ORDER STATUS button from the NOSC/JIT Main Screen invokes the Order Status function. The user can search by Customer Id, Customer Name or Document Number.



ORDER STATUS SELECTION SCREEN

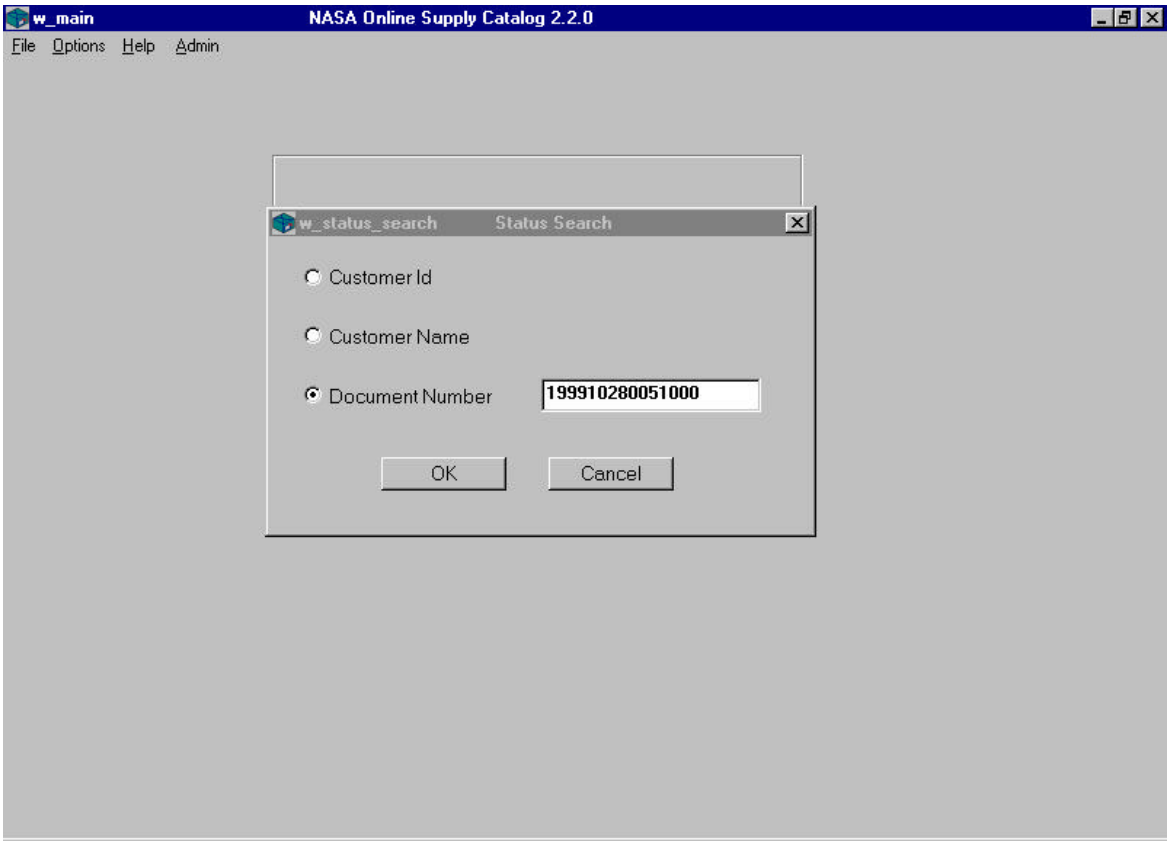
If the user decides he does not want to use the Status Search function, he should click on the CANCEL button, and he will be taken back to the Main Screen.

Order status is only maintained for JIT items. Status information captured and reported includes when an order was generated, when it was sent to the vendor, when the vendor states they will deliver it, when the item is received on center, and when it has been delivered to the customer.

Status for any JIT order will continue to be available from within the application until seven calendar days after the item has been received on center. It is then removed from the application but can still be viewed from within the mainframe NSMS application.

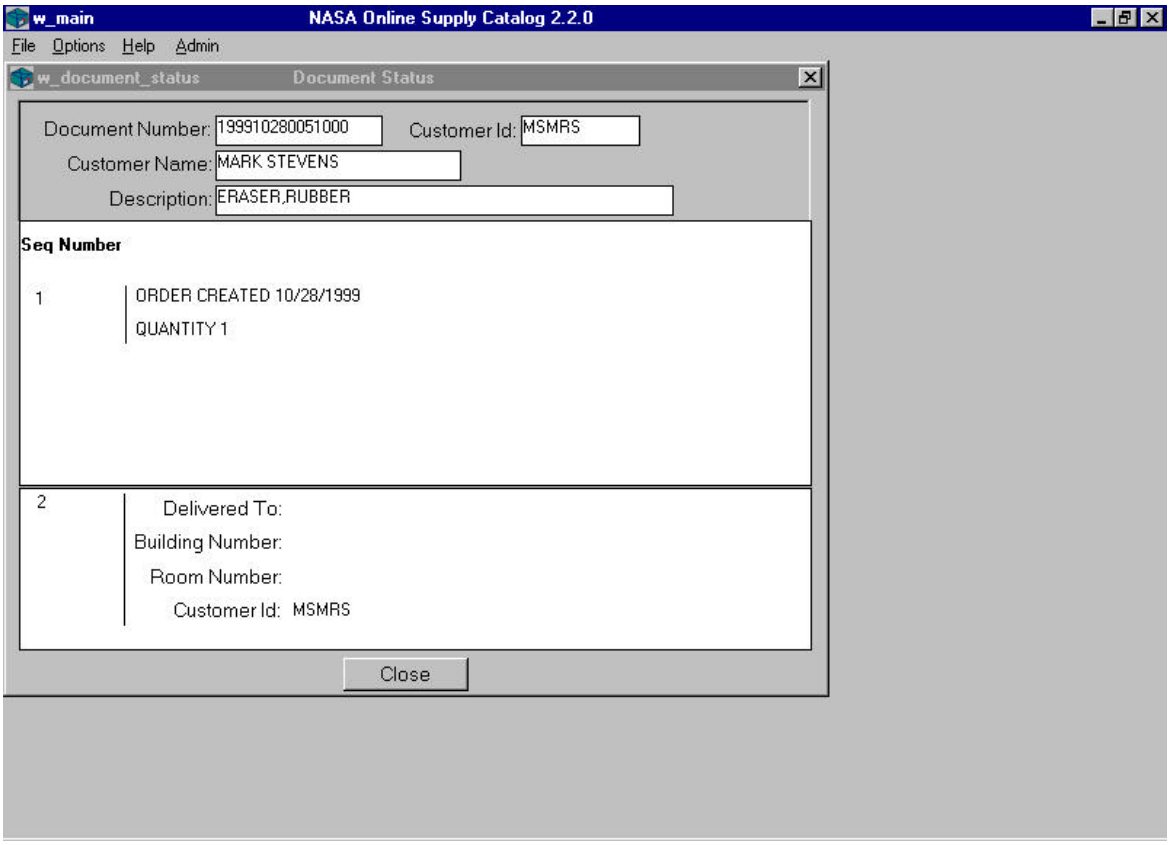
Order Status Search by Document Number

If the user knows the Document Number that was generated with his order, he may search by that number. The user clicks the 'Document Number' radio button and types in the document number that he wishes to status.



ORDER STATUS SEARCH – DOCUMENT NUMBER

He then clicks the OK button and is taken to the Document Status Screen.

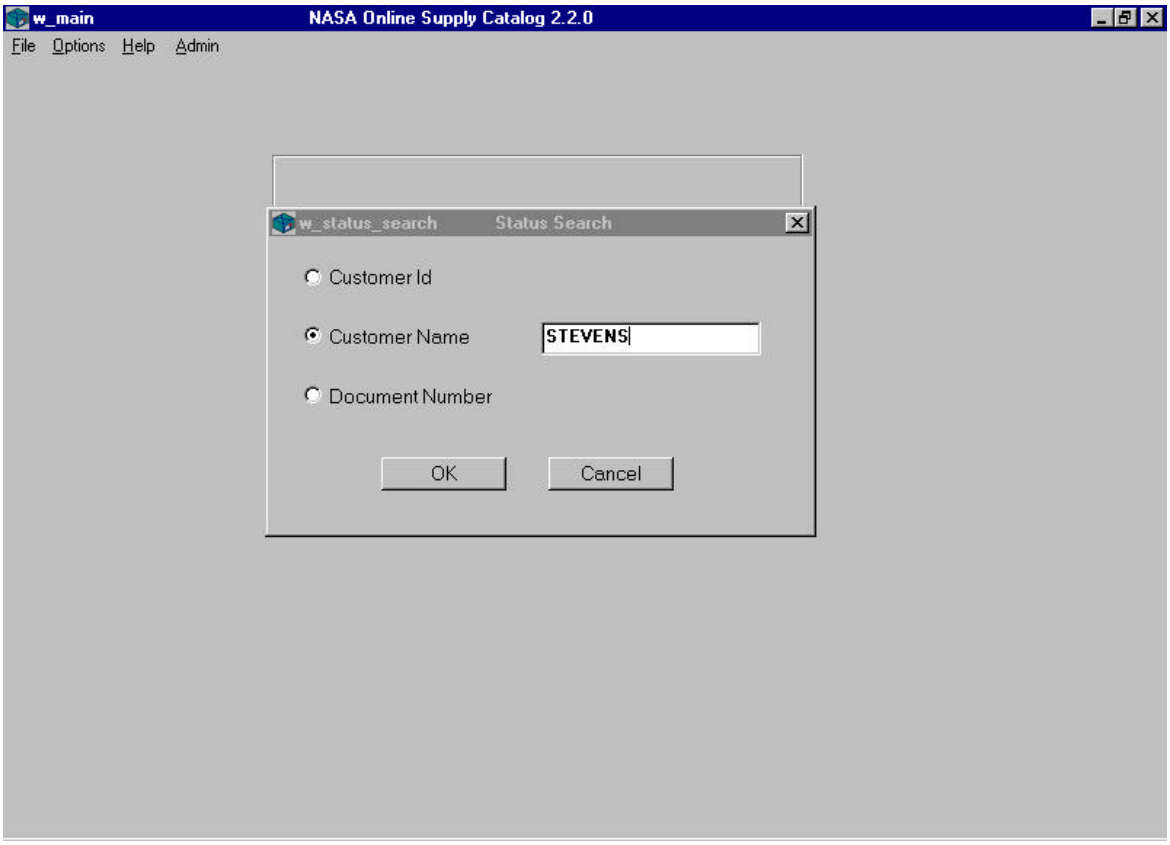


DOCUMENT STATUS SCREEN

This screen gives the user information such as customer name, description of the order, date the order was created, and when the order was delivered (if applicable). To return to the previous screen, the user clicks the CLOSE button.

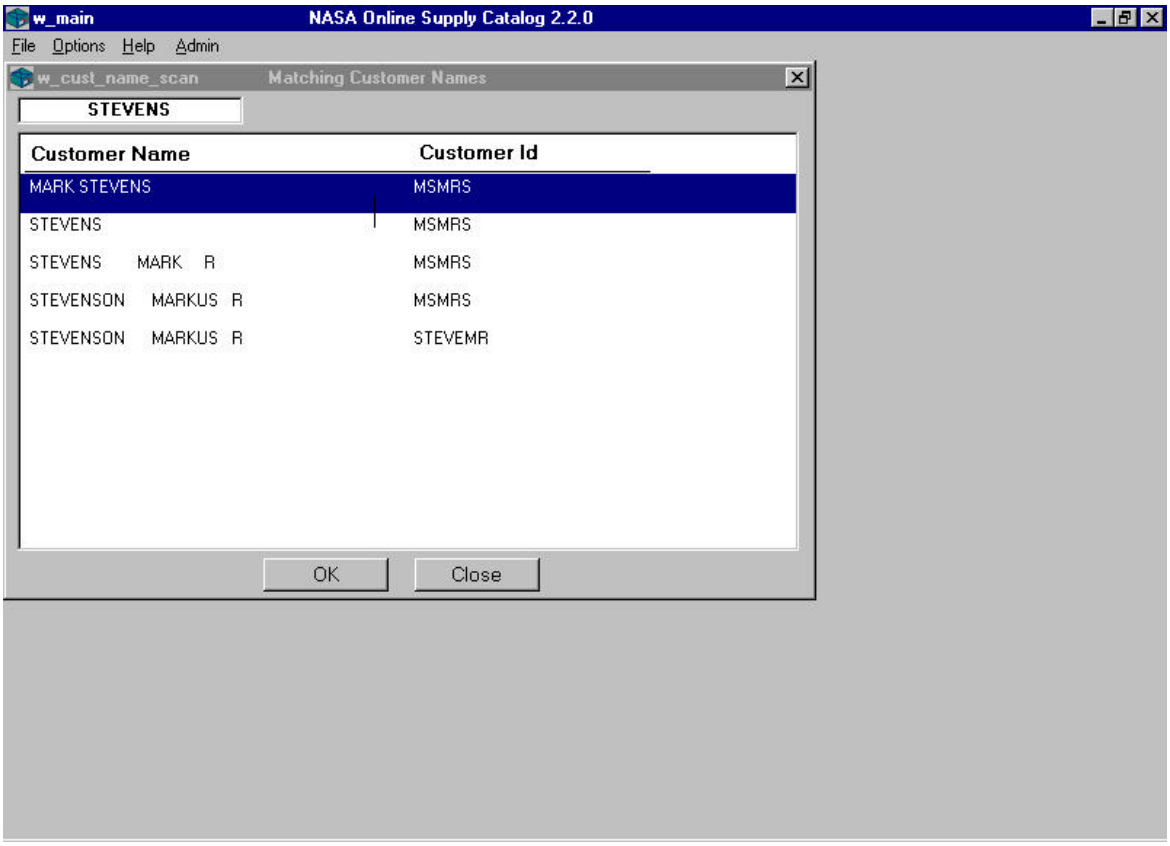
Order Status Search by Customer Name

The user can also search for an order status by the Customer Name. He clicks the 'Customer Name' radio button and types in the customer name that he wishes to status.



ORDER STATUS SEARCH – CUSTOMER NAME

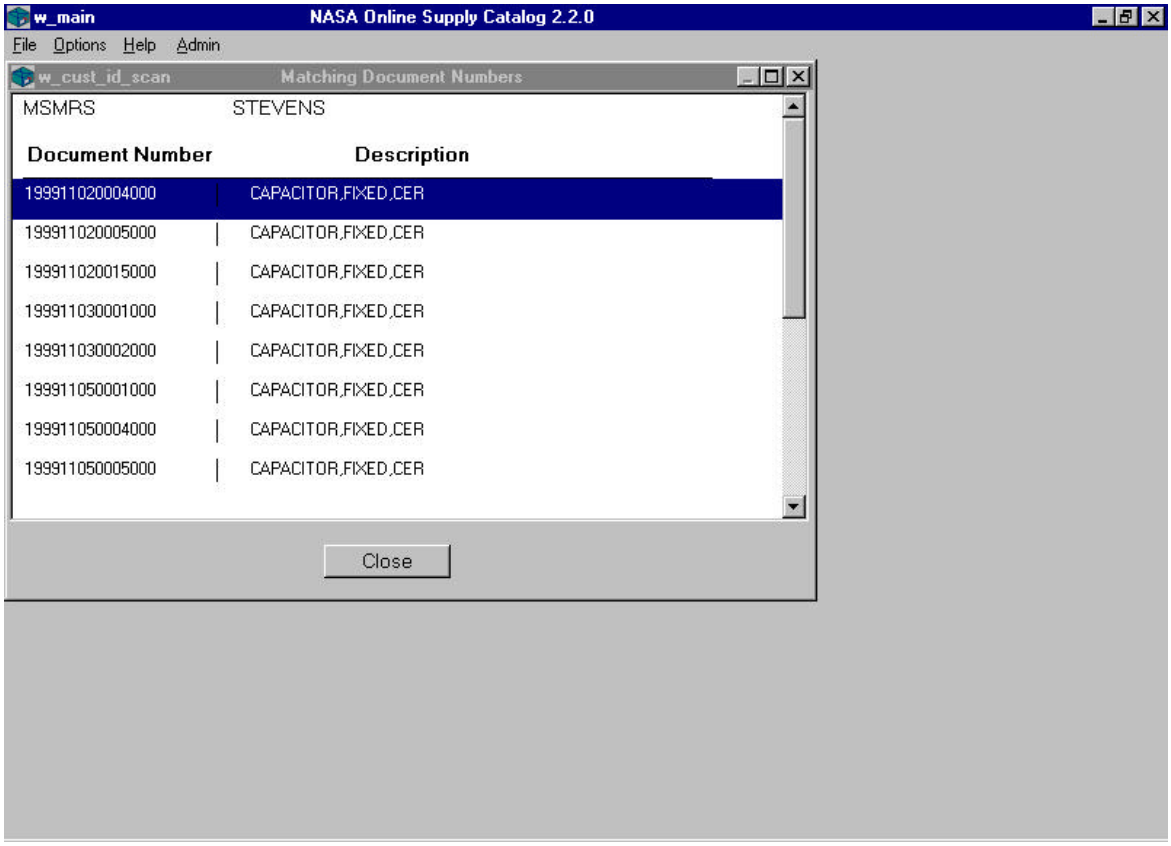
He then clicks the OK button and is taken to the Matching Customer Names Screen.



MATCHING CUSTOMER NAMES SCREEN

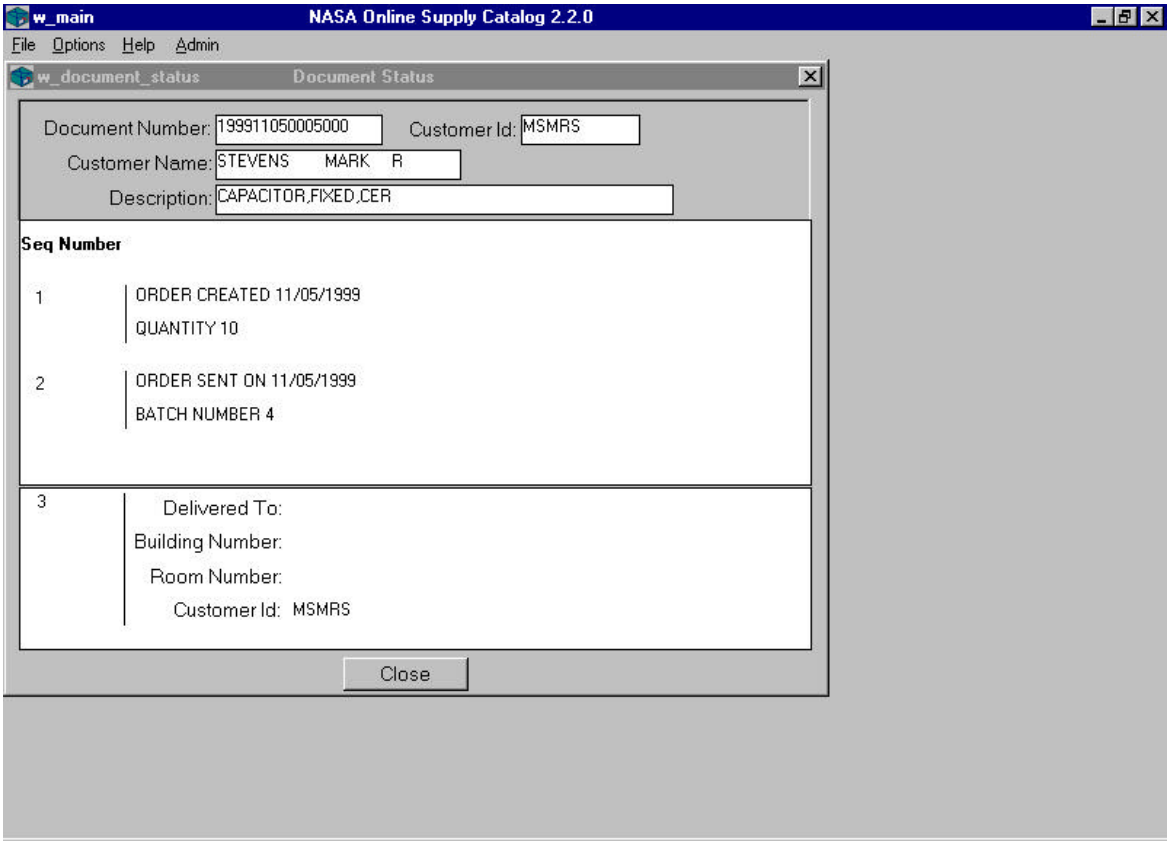
When the user chooses the item he wishes to see by double clicking the item or by highlighting it and clicking the OK button, he may be taken to one of two screens—the Matching Customer Names Screen or the Document Status Screen. To return to the previous screen from the Matching Customer Names Screen, the user clicks the CLOSE button.

If there is more than one order for a particular Customer Name/Customer Id combination on the Matching Customer Names Screen, the Matching Document Numbers Screen will be displayed. On this screen the user chooses the item he wishes to see by double clicking the item or by highlighting it and clicking the OK button. He is taken to the Document Status Screen. To return to the previous screen from the Matching Document Numbers Screen, the user clicks the CLOSE button.



MATCHING DOCUMENT NUMBERS SCREEN

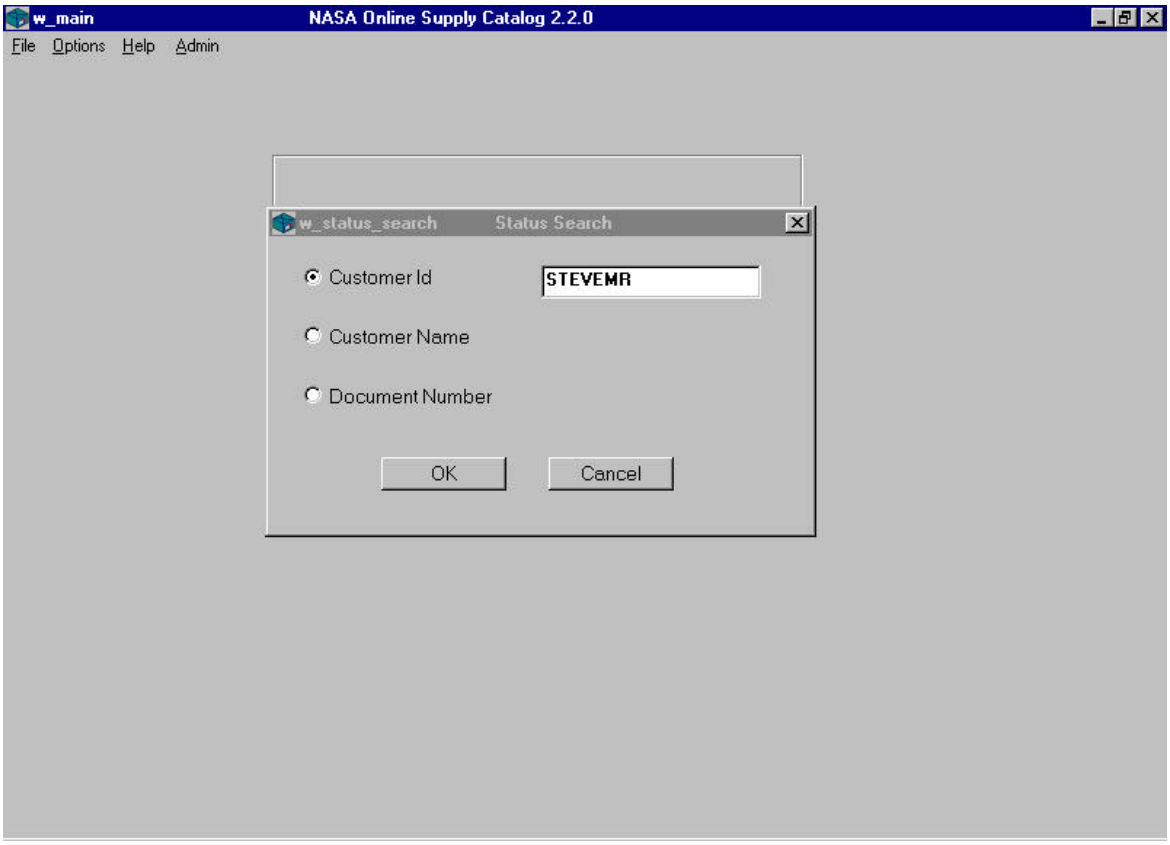
If there is only one order for a particular Customer Name/Customer Id combination on the Matching Customer Names Screen, the Document Status Screen will be displayed. To return to the previous screen from the Document Status Screen, the user clicks the CLOSE button.



DOCUMENT STATUS SCREEN

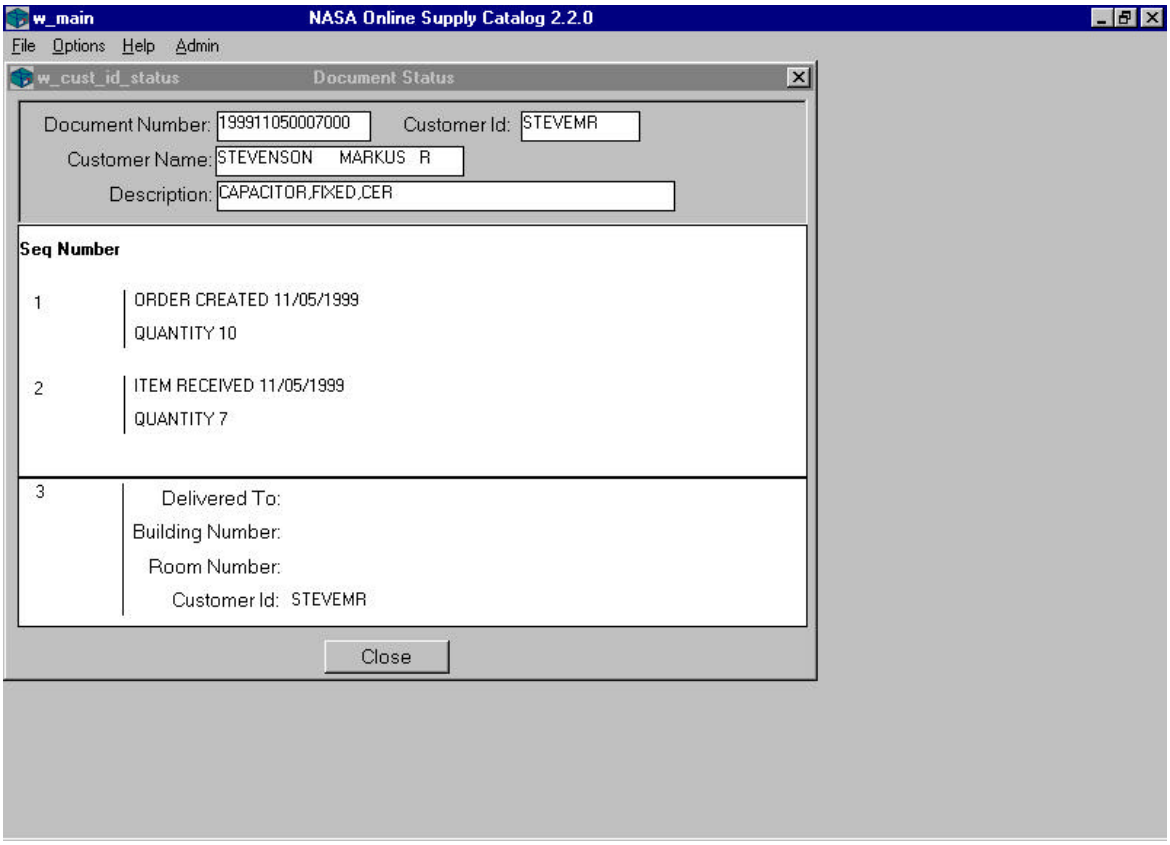
Order Status Search by Customer Id

Searching for an order status by Customer Id is very similar to searching for an order status by Customer Name. The user clicks the 'Customer Id' radio button and types in the customer id that he wishes to status.



ORDER STATUS SEARCH – CUSTOMER ID

When he clicks the OK button, he is taken to one of two screens—the Matching Customer Names Screen or the Document Status Screen. If there is only one order for the Customer Id in question, the user is taken to the Document Status Screen.

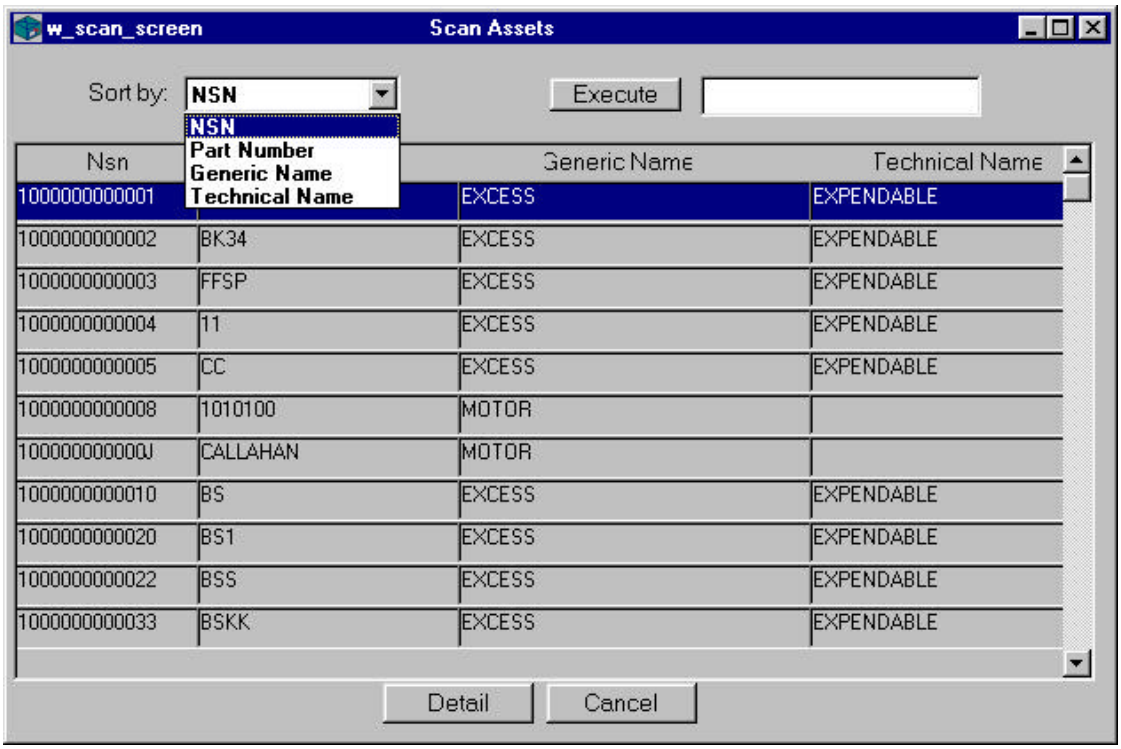


DOCUMENT STATUS SCREEN

If there are multiple orders for the Customer Id for which the user is searching, the Matching Document Numbers Screen is displayed. See the previous section Order Status Search by Customer Name for a description of these two screens.

Scan Assets Screen

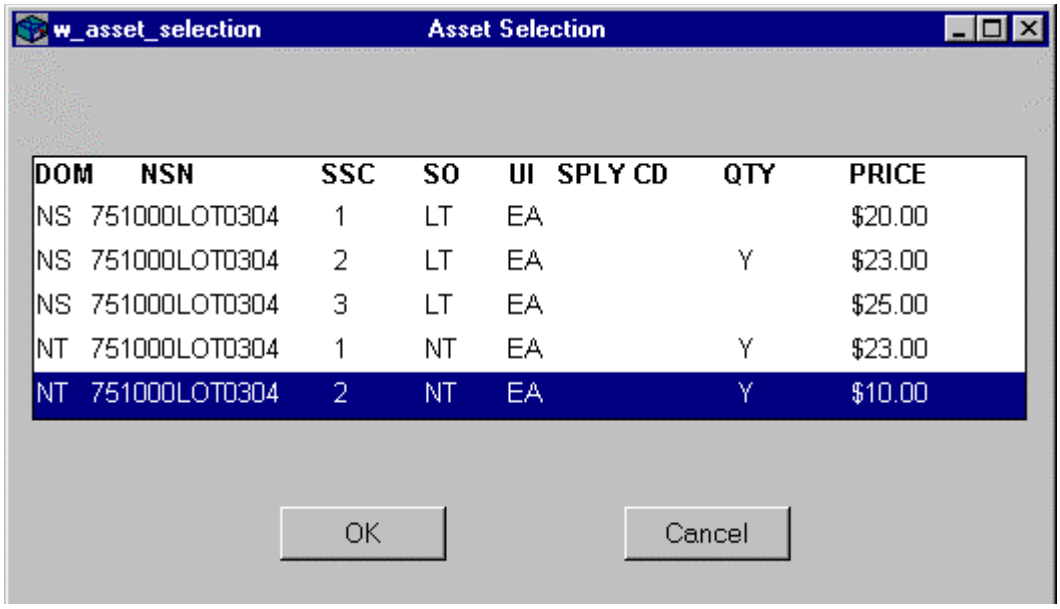
When the user clicks on the SCAN button on the Main Screen, the Scan Assets Screen is displayed. The user has the option of having the asset displayed sorted in one of four ways. The sort options are by NSN, by Part Number, by Generic Name, or by Technical Name. (An example of the drop down menu as it appears on the Scan Asset Screen is shown below.) The user should choose the type of sort he wishes. If he desires, the user may also enter a value from which to start in the space beside the EXECUTE button. The user should then click the EXECUTE button. The scroll button on the right side of the screen may be used to navigate up and down the listed assets. When the desired asset is found, the user should double click on the NSN in which he is interested or he can highlight the NSN and click the DETAIL button.



SCAN ASSETS SCREEN

Asset Selection Screen

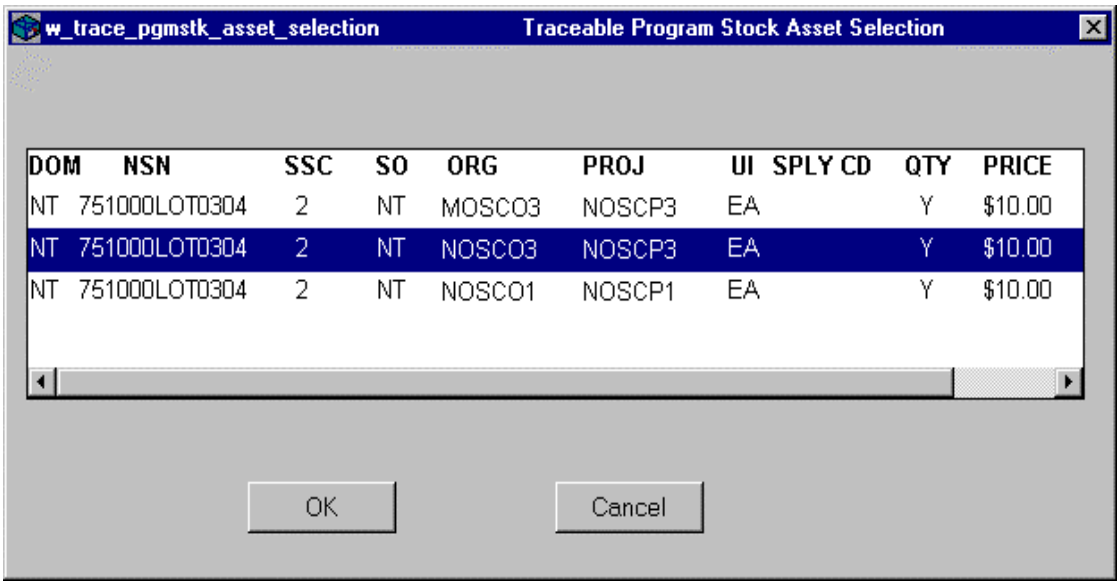
If the NSN chosen has multiple assets (a mixture of program stock, standby stock, and/or program stock), the Asset Selection Screen will be displayed. The user can further narrow his search by double clicking on the desired asset or by highlighting the desired asset and clicking the OK button. Depending upon the asset chosen, the user could now be taken to the Traceable Program Stock Asset Selection Screen, the Nontraceable Program Stock Asset Selection Screen, or the Catalog/Asset Detail Screen.



ASSET SELECTION SCREEN

Traceable Program Stock Asset Selection Screen

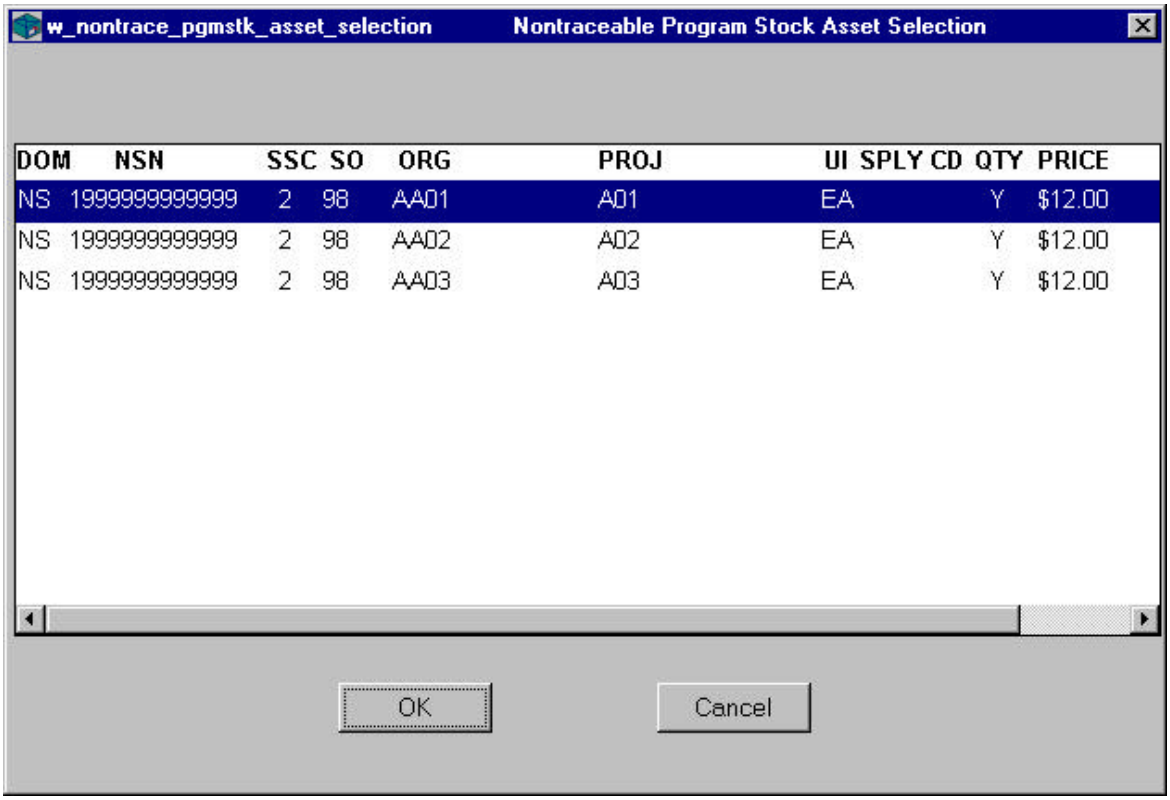
If the search has been narrowed to a traceable program stock asset with multiple org/project combinations, the Traceable Program Stock Asset Selection Screen will be displayed. The user selects the desired asset by double clicking on the desired asset or by highlighting the desired asset and clicking the OK button.



TRACEABLE PROGRAM STOCK ASSET SELECTION SCREEN

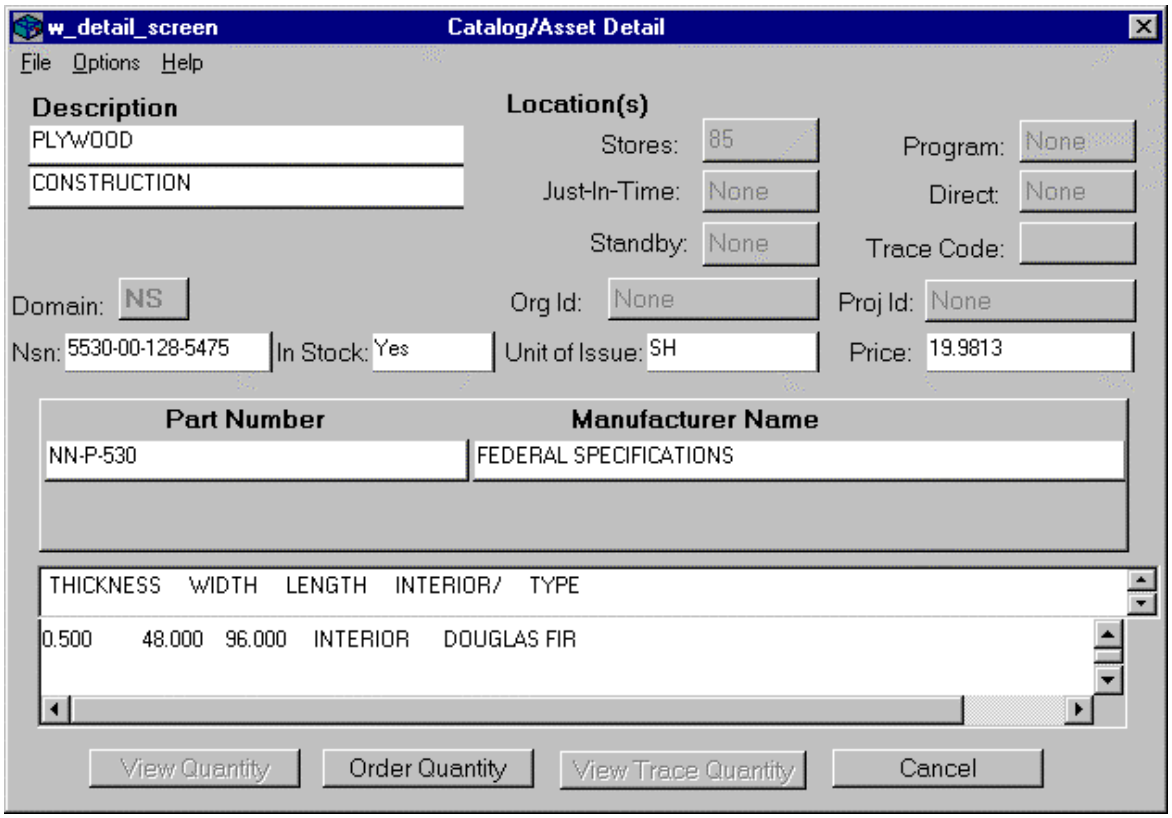
Nontraceable Program Stock Asset Selection Screen

If the search has been narrowed to a non-traceable program stock asset with multiple org/project combinations, the Nontraceable Program Stock Asset Selection Screen will be displayed. The user selects the desired asset by double clicking on the desired asset or by highlighting the desired asset and clicking the OK button.



NONTRACEABLE PROGRAM STOCK ASSET SELECTION SCREEN

Catalog/Asset Detail Screen



CATALOG/ASSET DETAIL SCREEN

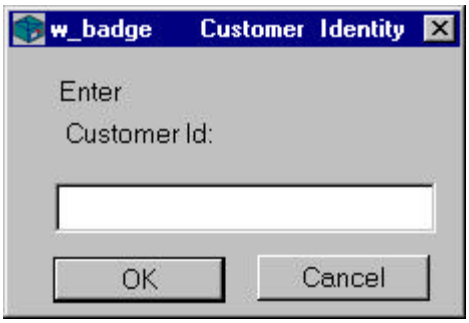
The Catalog/Asset Detail Screen displays various details about the selected asset. Some of these details are the asset's Generic Name, Technical Name, Part Number, Manufacturer Name, Technical Description, Price, Unit of Issue, and Trace Code. Also on this screen are four buttons—VIEW QUANTITY, ORDER QUANTITY, VIEW TRACE QUANTITY, and CANCEL.

The Catalog/Asset Detail Screen also has some menu options available to the user. These are the same options (with the exception of the Admin option) that are available on the Main Screen. Please see the Main Screen discussion for more information.

The CANCEL button is always enabled. It will take the user back to the previous screen. If the user is not authorized to order from NOSC, the CANCEL button is the only button that will be enabled. Clicking the CANCEL button will take the user back to the previous screen.

The VIEW QUANTITY button is enabled when the user is authorized to order from NOSC, the asset has quantity on hand, and the asset is program stock (stock status code of '2').

When the user clicks on this button, the Customer Identity Screen is displayed. The user should enter his badge number and click the OK button.

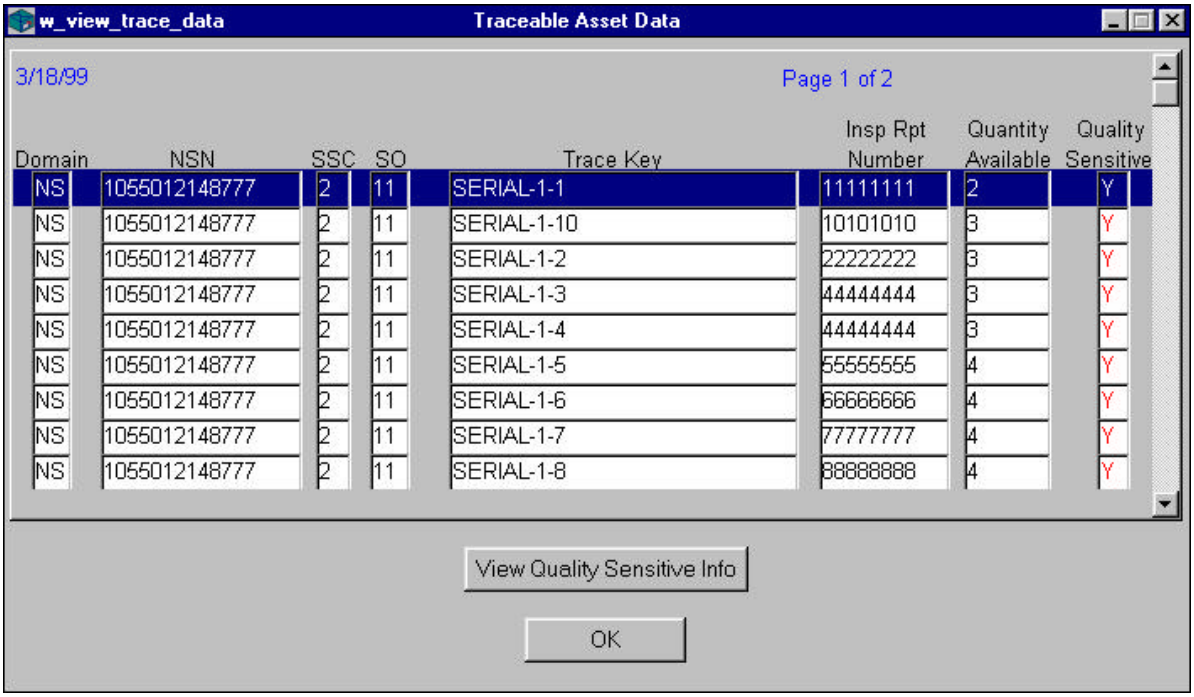


CUSTOMER IDENTITY SCREEN

If the asset is non-traceable program stock and the user has authority for this asset, the quantity on hand is returned, in a window similar to the one shown below.

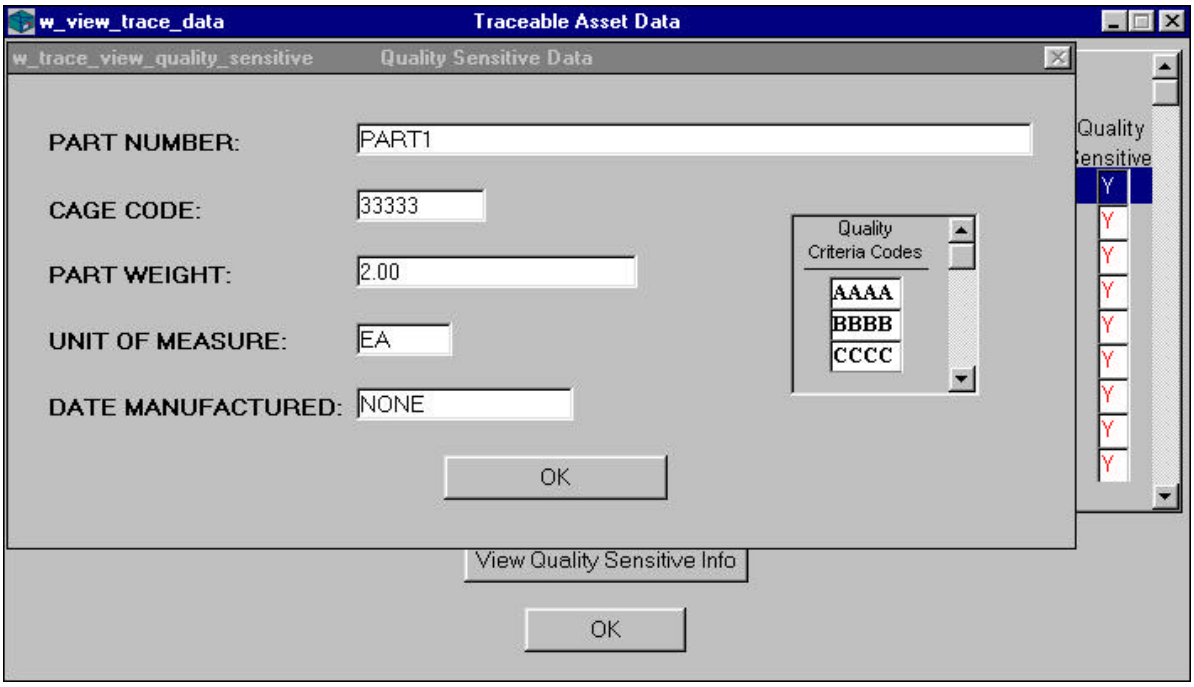
If the user is not authorized to look at the particular asset in question, he will receive an Error Note similar to the one shown below.

If the user clicks on the VIEW QUANTITY button on the Catalog/Asset Detail Screen while viewing a traceable program stock, the Traceable Asset Data Screen will be displayed for the user. The user can click the OK button to return to the Catalog/Asset Detail Screen.



TRACEABLE ASSET DATA SCREEN

If the Quality Sensitive field contains a “Y”, the user may click on the VIEW QUALITIY SENSITIVE INFO button to view the Quality Sensitive Data Screen.



QUALITY SENSITIVE DATA SCREEN

The user can click the OK button to return to the Traceable Asset Data Screen.

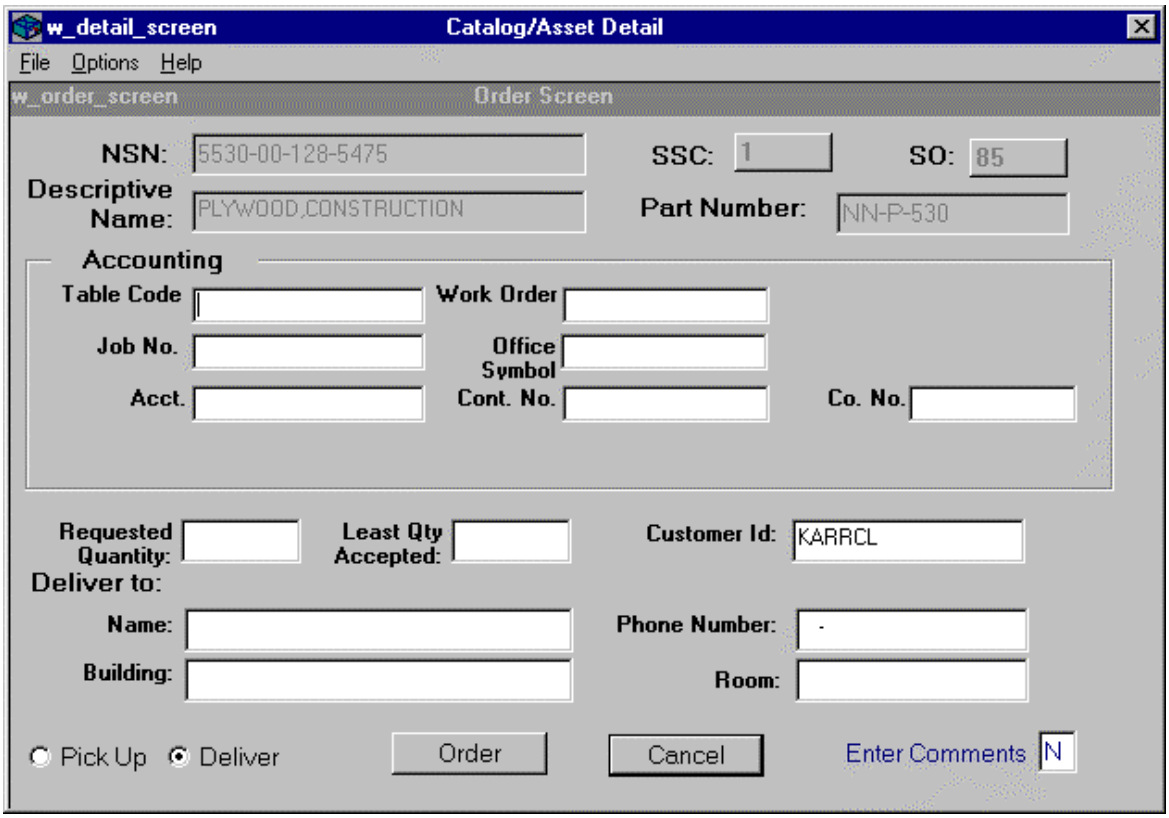
The VIEW TRACE QUANTITY button is enabled when the user is authorized to order from NOSC, the asset has quantity on hand, and the asset is traceable. If the user clicks on this button, the Traceable Asset Data Screen will be displayed for the user. Please see the VIEW QUANTITY button discussion above for more information about this screen.

The ORDER QUANTITY button is enabled in the following situations:

1. When the user is authorized to order from NOSC, the asset is program stock, and has quantity on hand.
2. When the user is authorized to order from NOSC, the asset is stand-by stock, and has quantity on hand.
3. When the user is authorized to order from NOSC, the asset is traceable store stock, and has quantity on hand.
4. When the user is authorized to order from NOSC and the asset is non-traceable store stock.
5. When the user is authorized to order from NOSC and the asset is a JIT item.

To place an order, the user will click the ORDER QUANTITY button. This takes the user to the Order Screen.

Order Screen



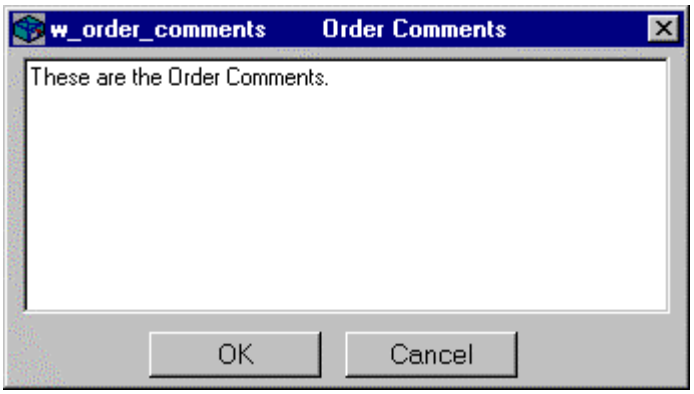
ORDER SCREEN

The Order Screen displays the NSN, Stock Status Code (SSC), Stock Ownership Number (SO), Descriptive Name and Part Number of the asset. This screen allows the user to enter Accounting information. The user is required to enter their Requested Quantity, Name, Phone Number, Building, and Room. Accounting data and the customer id field label are center specific. The Customer ID is the number within NSMS identifying whether or not that person can request that particular item. It is important to keep in mind that the person executing the application has authority to place orders, but, as far as specific items are concerned, the Customer Id is the determining factor.

The Order Screen has two radio buttons by which the user can indicate whether he will pick up his order or wishes it to be delivered.

If the user decides that they do not wish to order this particular asset, they can click the CANCEL button and will be taken back to the previous screen. The screen to which the user is taken when he clicks the ORDER button depends upon the type of asset that is being ordered.

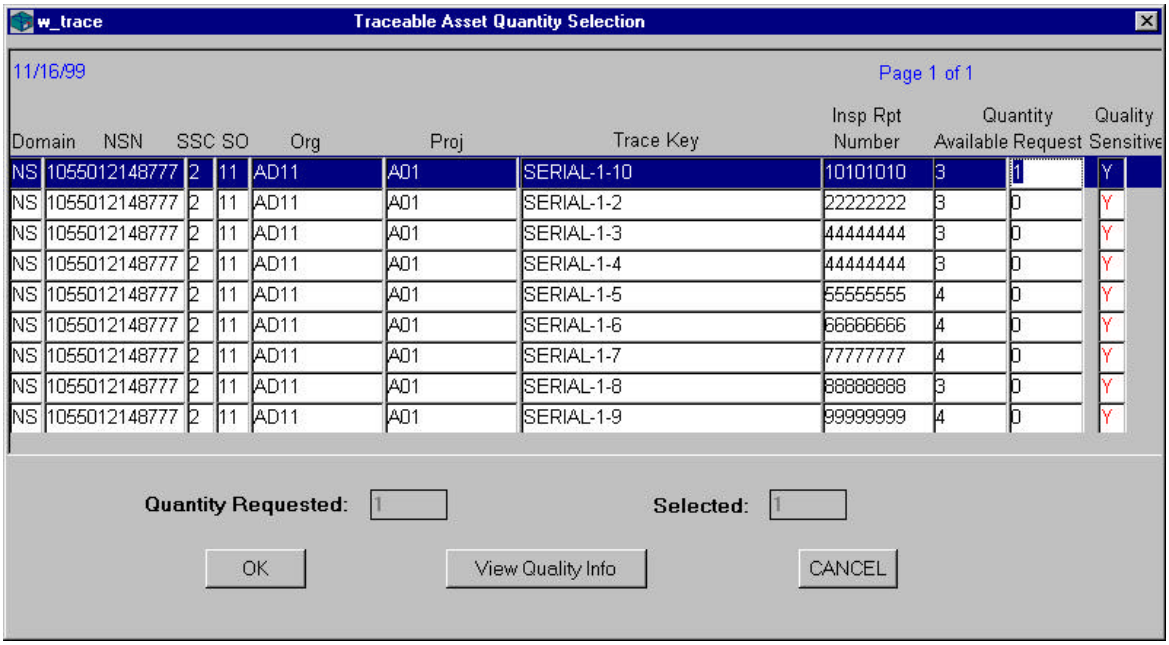
The user may change the 'Enter Comments' indicator to a 'Y' to show they wish to make additional comments about their order. After clicking on the ORDER button, the Order Comments Screen will be displayed.



ORDER COMMENTS SCREEN

The user can enter text information relevant to his order on this screen. This comment is attached to the order transaction and is available for viewing through the transaction display process on the NSMS main frame. The user should be aware that clicking the CANCEL button only cancels the comments. The information entered on the Order Screen is still processed. When the user clicks the OK button, he is taken to the next step in processing his order. The screen to which he is taken depends upon the type of asset being ordered.

If the user is placing an order for a traceable asset, the Traceable Asset Quantity Selection Screen will be displayed.

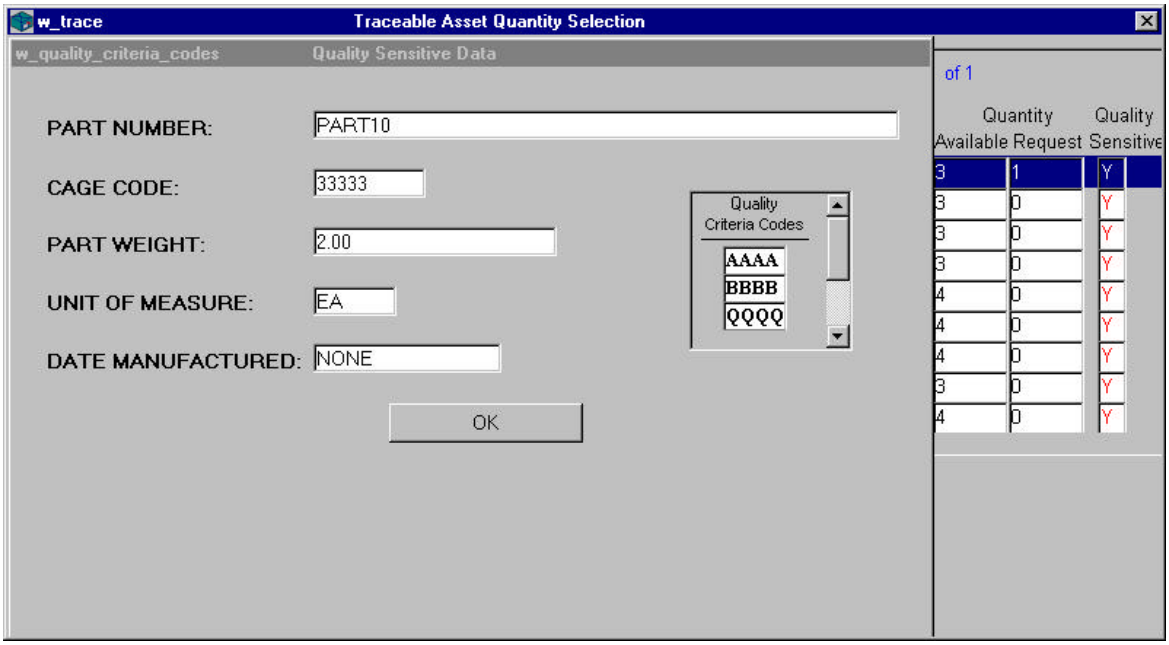


Domain	NSN	SSC	SO	Org	Proj	Trace Key	Insp Rpt Number	Quantity Available	Request	Quality Sensitive
NS	1055012148777	2	11	AD11	A01	SERIAL-1-10	10101010	3	1	Y
NS	1055012148777	2	11	AD11	A01	SERIAL-1-2	22222222	3	0	Y
NS	1055012148777	2	11	AD11	A01	SERIAL-1-3	44444444	3	0	Y
NS	1055012148777	2	11	AD11	A01	SERIAL-1-4	44444444	3	0	Y
NS	1055012148777	2	11	AD11	A01	SERIAL-1-5	55555555	4	0	Y
NS	1055012148777	2	11	AD11	A01	SERIAL-1-6	66666666	4	0	Y
NS	1055012148777	2	11	AD11	A01	SERIAL-1-7	77777777	4	0	Y
NS	1055012148777	2	11	AD11	A01	SERIAL-1-8	88888888	3	0	Y
NS	1055012148777	2	11	AD11	A01	SERIAL-1-9	99999999	4	0	Y

TRACEABLE ASSET QUANTITY SELECTION SCREEN

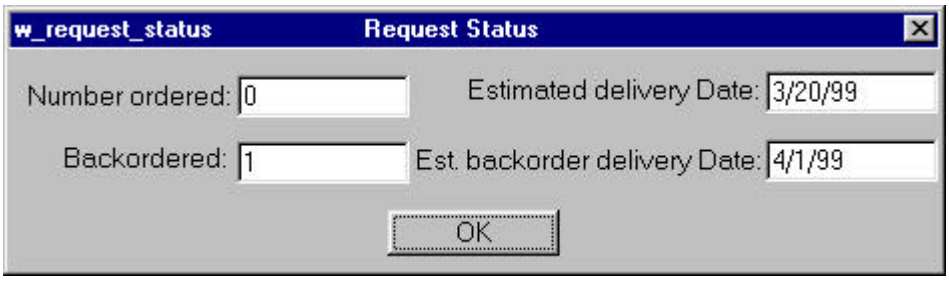
This allows the user to select quantity from the available traceable records. To select a particular trace key, the user should click in the Quantity Requested field in the row of that trace record and enter the quantity desired. Only 25 trace keys may be selected at a time. The total quantity selected must equal the Requested Quantity entered in the Order Screen (as denoted below the trace keys).

Quality sensitive information may be displayed by clicking on the VIEW QUALITY INFO button. This will display the quality sensitive data associated with the trace key the user has selected.



QUALITY SENSITIVE DATA SCREEN

If an Order is successfully created, the user will get a confirmation window (the Request Status Screen). This screen is displayed on top of the Order Screen.



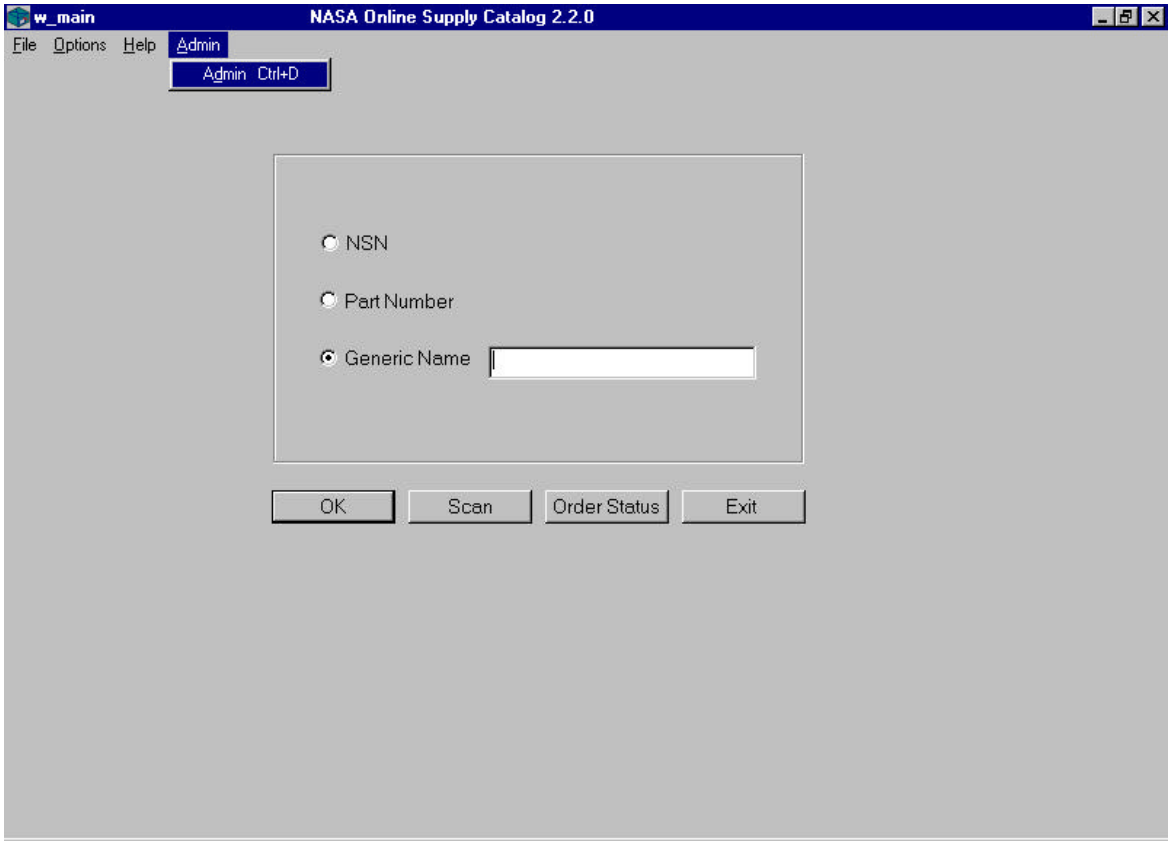
ORDER REQUEST STATUS SCREEN

It provides an immediate order status to the user. 'Number Ordered' is the quantity currently available and ready to ship to the user. The 'Backordered' quantity represents the amount not currently available. This quantity will have to be ordered then shipped to the user. Clicking the OK button will return the user to the Order Screen.

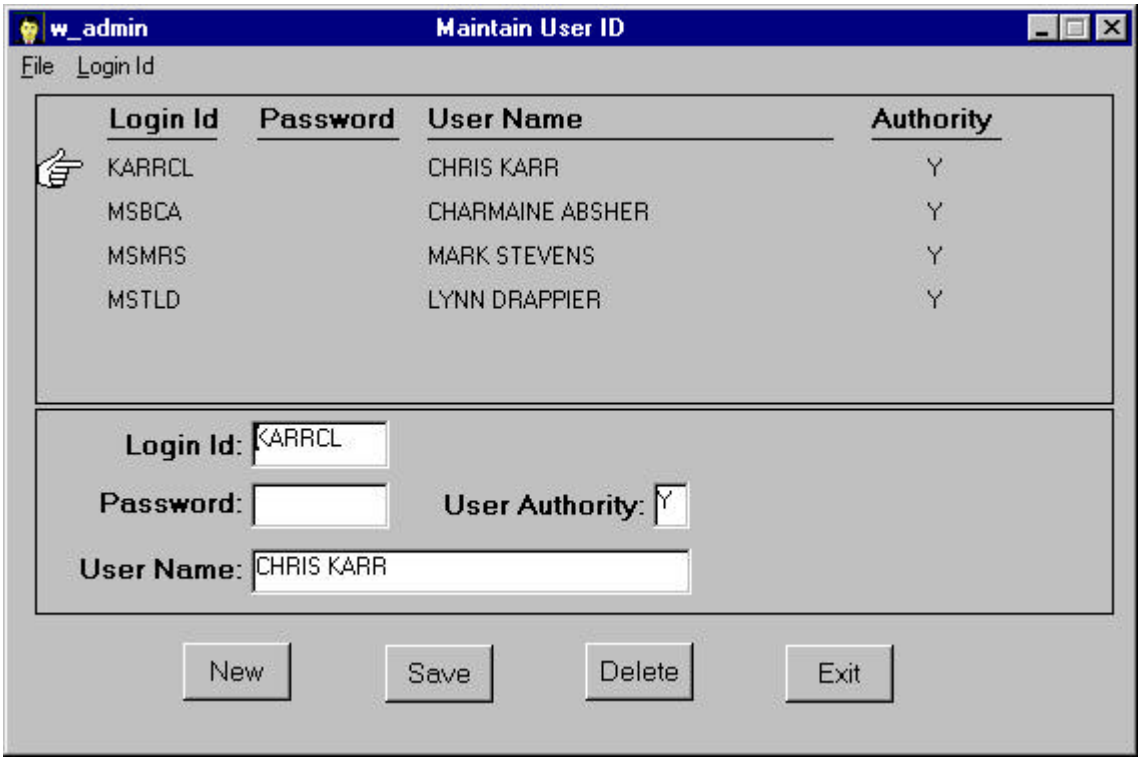
A backorder will be created when the quantity requested is greater than the quantity available for a store stock item. A backorder will not be created when the quantity requested is greater than the quantity available for program stock, stand-by stock, or a traceable asset.

NOSC/JIT Administration Process

The NOSC/JIT Administration process is used to grant ordering authority to users of the application. This option is shown on the menu bar of the NOSC/JIT Main Screen for any administrator of the application. The user should click on the Admin pull-down menu option and select the Admin option. Instead of using the pull-down menu, the user can press the “CTRL” and “D” keys simultaneously. The Administration activity screen will be invoked.



ADMINISTRATION OPTION



ADMINISTRATION ACTIVITY SCREEN

The application administrator uses this screen to add new users, change user information (such as password, name, or authority), and delete users. The administrator clicks the ADD button to add new users for NOSC. Users must be entered here in order to place orders from within the NOSC/JIT application. The DELETE button removes a user from NOSC. If a 'Y' is placed in the User Authority box for a user, that user will have the Administration menu activated on the NOSC/JIT Main Screen. When making any changes to users, the administrator must click the SAVE button or the changes made will not be saved. The EXIT button takes the administrator back to the NOSC/JIT main screen.

The user may also initiate the ADD function by clicking on the Login Id menu option and selecting the Add New option. Pressing the "A" key after clicking the Login Id menu option will get the same results.

The user may also initiate the DELETE function by clicking on the Login Id menu option and selecting the Delete option. Pressing the "D" key after clicking the Login Id menu option will get the same results.

Clicking on the File pull down menu option and selecting the Save option will also activate the SAVE feature or the user can press the "CTRL" and "S" keys simultaneously.

Clicking on the File pull-down menu option and selecting the Exit option will activate the EXIT feature or the user can press the “ALT” and “F4” keys simultaneously.